

Food Donation Tracking Form

Today's Date: _____

Instructions: List all foods received. Record food temperatures for Time & Temperature Control for Safety Foods; these must be received chilled or frozen. Optional: Record cost information for tax purposes.

During Inspections: Harris County Investigators reserve the right to review documentation and food storage setup for existing food donation program(s) in your establishment. Keep this documentation on site for 90 days for Harris County-conducted Health Inspections.

Food Item(s) (More space on back, if needed)	Food Safety Tracking					Tax Deduction Tracking			Codes for Products NOT Accepted
	DONOR Temperature at holding	Time Taken	RECEIVER Temperature at receipt	Time Taken	Accepted (If NO, then code)	Quantity (lb. or unit)	Basis Cost per lb. or unit	Fair Market Value per lb. or unit	
					Y / N ____				A – Cold Hold: Temp. over 41°F B – Not Labeled C – Packaging Damaged D – Product did not look or smell good E – Other
					Y / N ____				
					Y / N ____				
					Y / N ____				
					Y / N ____				

Donated By		Donated To	
Name of Facility or Event	Public Health Permit #	Name of Facility or Agency	Public Health Permit # (if applicable)
Address	Phone #	Address	Phone #
Donation Verified by (Print Name)		Received by (Print Name)	
Transported By (if other than donor or recipient)		I acknowledge that the food item(s) listed meet the temperature holding requirements for Time & Temperature Control for Safety (TCS) foods, as defined by Texas State Law.	
Name of Delivery Organization		Donor Signature	Date
Delivered by (Print Name)	Phone #	Recipient Signature	Date



Thank you for being a part of Take Out Hunger!
 Take Out Hunger is a food safety for donations program powered by Harris County Public Health.
 For information and resources, visit www.takeouthungerhc.org



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